

MINUTES OF THE MEETING  
OF THE  
CHICOPEE HOUSING AUTHORITY  
JANUARY 13, 2010

The Members of the Chicopee Housing Authority met in regular session on January 13, 2010 at 7 Valley View Court in the City of Chicopee, Massachusetts.

The Vice Chairperson called the meeting to order at 6:00 p.m. Upon roll call those present were as follow

Present: Bruce Socha  
Chester Szetela  
Brian Hickey  
Tameika Raye'la Martinez

Absent: Charles Swider

NOTICE OF MEETING

Notice is hereby given that in accordance with Section 23B of Chapter 39, General Laws as amended that the annual meeting of the Members of the Chicopee Housing Authority will be held on January 13, 2010

CERTIFICATION AS TO SERVICE OF NOTICE

I, Monica Pacello Blazic, the duly appointed, qualified and acting Secretary of the Chicopee Housing Authority do certify that on December 18, 2009 filed in the manner provided by Sec 23B. Chapter 39, General Laws, as amended with the Clerk of the City of Chicopee, Massachusetts. I filed said notice with a Member of the office staff in the City Clerk's office.

Also in attendance were the following: Secretary Monica Pacello Blazic, Assistant Executive Director, Patricia Murry, Finance Director Denis Vermette, Maintenance Operations Manager David Dymek, Modernization Coordinator, Robert Kachinski, and Carmen Estrada, Recording Secretary.

Upon a motion made by Brian Hickey which was seconded by Tameika Raye'la Martinez, it was unanimously voted to accept the Minutes of the meeting held on December 9, 2009 without being read.

The Treasurer distributed copies of reports regarding the summary of operations and operating statements for the period ending November 30, 2009, which was then read by the Director of Finance.

Upon a motion made by Chester Szetela which was seconded by Tameika Raye’la Martinez, it was unanimously voted to accept the Treasurer’s report as given.

The Secretary distributed copies of a correspondence received from the Distinctive Art Studio.

Upon a motion made by Brian Hickey which was seconded by Chester Szetela, it was unanimously voted to accept the correspondence as received.

Upon a motion made by Chester Szetela which was seconded by Tameika Raye’la Martinez, it was unanimously voted to pay the bills.

CHECKS ISSUED

REVOLVING FUND/PAYROLL	64323 - 64490	\$587,886.00
SECTION 8	42248 - 42425	\$201,149.00

A tabulation of those bills to be paid is contained in the Member’s folders.

Assistant Executive Director Patricia Murry gave fraud report for the third quarter totaling \$18,361.07.

Modernization Coordinator Robert Kachinski gave the following report:

STIMULUS PROJECT UPDATE:

All stimulus funded projects must be bid and contracts signed by the March board meeting.

CABOT:

The Hooded Gutter Replacement Project has started and will be completed near the end of the month.

CANTERBURY:

The Elevator Upgrade project’s final design is nearly complete. The project will be bid in February and the contract signed at the March meeting.

MEMORIAL:

The Basement Windows have arrived and will be installed by the end of the month.

The Exterior Door replacement project has been awarded and is in the submittal phase. Construction will be completed this summer.

The Hallway Carpet replacement has been advertised. The contract will be signed at the February meeting.

The Hallway Lighting Replacement has been advertised. The contract will be signed at the February meeting.

The Hallway Painting has been advertised. The contract will be signed at the February meeting.

Maintenance Operations Manager David Dymek reported that the maintenance department is working on vacant units.

Upon a motion made by Chester Szetela which was seconded by Brian Hickey, it was unanimously voted to accept the committee reports as received.

The Housing Authority is in receipt of an Application for Payment #2 from Valley Home Comfort Inc. for the installation of the canopy roof at the rear entrance of Birch Bark Apartments in the amount of \$750.00 for retainage. This payment is in accordance with the terms of the contract.

Upon a motion made by Chester Szetela which was seconded by Brian Hickey, it was unanimously voted to approve payment as requested above.

The following resolution was introduced by Chester Szetela, read in full and considered.

#### RESOLUTION NO. 4938

Whereas, the firm of Valley Home Comfort Inc. has submitted a Certificate of Final Completion for the installation of the canopy roof at the rear entrance to the Birch Bark Apartments.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve the Certificate of Final Completion as submitted by the firm of Valley Home Comfort, Inc. for the installation of the canopy roof at the rear entrance to the Birch Bark Apartments, Project 667-8.

Chester Szetela moved that the foregoing resolution be adopted as introduced and read, which was seconded by Brian Hickey and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Chester Szetela  
 Brian Hickey  
 Tameika Raye'la Martinez  
 Bruce Socha

NAYS: None

The Vice Chairperson thereupon declared said motion carried and said resolution adopted.

The Housing Authority is in receipt of an Application for Payment #2 from Valley Opportunity Council for the After School Program in the amount of \$6,145.59. This payment is in accordance with the terms of the contract.

Upon a motion made by Chester Szetela which was seconded by Brian

Hickey, it voted to approve payment as requested above.. Tameika Raye'la Martinez abstained from voting.

The following resolution was introduced by Chester Szetela, read in full and considered.

#### RESOLUTION NO. 4939

Whereas, on December 29, 2009 bids for pest control services were publicly. Four firms had submitted bids by the established deadline.

<u>FIRM</u>	<u>ROACHES</u>	<u>MICE</u>	<u>RATS</u>
American Pest Control	\$210.00	\$210.00	\$210.00
Rest In Peace	\$170.00	\$100.00	\$175.00
Minuteman Pest Control Co.,	\$100.00	\$ 90.00	\$114.00
Braman Pest Control	\$540.00	\$410.00	\$525.00

Total quotes stated above are per unit for efficiencies through four bedrooms apartments and maintenance shops/offices.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to enter into a contract with the firm of Minuteman Pest Control (lowest responsible bid) 90 Conz Street, Northampton, MA 01060 for extermination services for both our federal and state-aided developments; and

Be it further resolved to authorize the Vice-Chairperson Bruce Socha to execute said contract for and on behalf of the Authority.

Chester Szetela moved the foregoing resolution be adopted as introduced and read which was seconded by Tameika Raye'la Martinez and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Chester Szetela	NAYS: None
Tameika Raye'la Martinez	
Brian Hickey	
Bruce Socha	

The Vice-Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Chester Szetela, read in full and considered.

#### RESOLUTION NO. 4940

Whereas, on December 29, 2009 bids for pest control services were publicly. Four firms had submitted bids by the established deadline.

<u>FIRM</u>	<u>BED BUGS</u>
American Pest Control	\$ 580.00
Rest In Peace	\$1,000.00
Minuteman Pest Control Co.,	\$1,550.00
Braman Pest Control	\$2,880.00

Whereas, American Pest Control submitted a letter in writing to Chicopee Housing Authority that it would not be advantageous for them to enter into a contract for these services.

Total quotes stated above are per unit for efficiencies through four bedrooms apartments.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to enter into a contract with the firm if Rest In Peace Pest Control, 71 Maple Street, East Longmeadow, MA 01028.

Be it further resolved to authorize the Vice-Chairperson Bruce Socha to execute said contract for and on behalf of the Authority.

Chester Szetela moved the foregoing resolution be adopted as introduced and read which was seconded by Tameika Raye'la Martinez and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Chester Szetela	NAYS: None
Tameika Raye'la Martinez	
Brian Hickey	
Bruce Socha	

The Vice-Chairperson thereupon declared said motion carried and said resolution adopted.

The Housing Authority is in receipt of an application for payment #1 from Hill Engineers, Architects, Planners Inc. for design and bid documents for the bathroom remodel at Cabot Manor Apartments (AMP8-1) in the amount of \$7,691.02. This payment is in accordance with the terms of the contract requirements.

Upon a motion made by Chester Szetela which was seconded by Tameika Raye'la Martinez, it was unanimously voted to approve payment as requested above.

The following resolution was introduced by Brian Hickey, read in full and considered.

RESOLUTION NO. 4941

Whereas, the firm of Hill Engineers, Architects, Planners Inc. has submitted a change order (#1) in the amount of \$3,125.00 for the additional research and investigation of the applicable Architectural Access Board (AAB) regulations related to the bathroom renovations at Cabot Manor Apartments (AMP8-1).

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve Changer Order #1 as submitted by the firm of Hill Engineers, Architects, Planners, Inc. in the amount of \$3,125.00 for additional research and investigation to the bathroom renovations at Cabot Manor Apartments (AMP8-1). This additional work was required in order to decide if the Housing Authority could proceed with the renovations at Cabot Manor without further accessibility modifications.

Brian Hickey moved that the foregoing resolution be adopted as introduced and read, which was seconded by Chester Szetela and upon roll call the “Ayes” and “Nays” were as follows:

AYES: Brian Hickey	NAYS: None
Chester Szetela	
Tameika Raye’la Martinez	
Bruce Socha	

The Vice Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Brian Hickey read in full and considered.

#### RESOLUTION NO. 4941A

Whereas, the staff has prepared a contract for the firm of Kittredge Advisors, LLC d/b/a, PHI Inspections to perform HQS inspections for the Housing Choice Voucher Program (Section 8 Program) for the period from January 1, 2010 to December 31, 2010.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to enter into a contract with the firm of Kittredge Advisors, LLC d/b/a PHI Inspections to perform HQS inspections for the Housing Authority Choice Voucher Program (Section 8 Program) for the period of January 1, 2010 to December 31, 2010.

Brian Hickey moved that the foregoing resolution be adopted as introduced and read, which was seconded by Chester Szetela and upon roll call the “Ayes” and “Nays” were as follows:

AYES: Brian Hickey	NAYS: None
Chester Szetela	
Tameika Raye'la Martinez	
Bruce Socha	

The Vice Chairperson thereupon declared said motion carried and said resolution adopted.

The Housing Authority is in receipt of an application for payment #1 from Adam Quenneville Roofing, Inc. for the installation of hooded gutters at Cabot Manor Apartments (AMP 8-1) in the amount of \$58,237.85. This payment is in accordance with the terms of the contract.

Upon a motion made by Tameika Raye'la Martinez which was seconded by Chester Szetela, it was unanimously voted to approve payment as requested above.

The Housing Authority is in receipt of an application for payment #2 from LPBA Architects, Inc. for the 95% design submittal in the amount of \$9,370.00 for the elevator upgrade at the Canterbury Arms Apartments (AMP 8-3). This payment is in accordance with the terms of the contract.

Upon a motion made by Brian Hickey which was seconded by Tameika Raye'la Martinez, it was unanimously voted to approve payment #2 as requested above.

The Housing Authority is in receipt of an application for payment #1 from Nationwide Construction, Inc., for the replacement of basement windows in the amount of \$3,599.51 at Memorial Apartments (AMP 8-2). This payment is in accordance with the terms of the contract.

Upon a motion made by Tameika Raye'la Martinez which was seconded by Chester Szetela, it was unanimously voted to approve payment #1 as requested above.

The following resolution was introduced by Chester Szetela, read in full and considered.

#### RESOLUTION NO. 4942

Whereas. the Housing Choice Voucher Administrative Plan was revised and approved by the Board at the December 2009 meeting. HUD has reviewed the plan and now has requested one revision in the plan regarding comparability.

Now, therefore, be it hereby resolved by the Members of the Chicopee

Housing Authority to revise the Housing Choice Voucher Administrative Plan as follows:  
The word “may” is revised to “must” on page 46 of the plan under “How Comparability Is Established.”

Chester Szetela moved that the foregoing resolution be adopted as introduced and read, which was seconded by Tameika Raye’la Martinez and upon roll call the “Ayes” and “Nays” were as follows:

AYES: Chester Szetela	NAYS: None
Tameika Raye’la Martinez	
Brian Hickey	
Bruce Socha	

The Vice Chairperson thereupon declared said motion carried and said resolution adopted...

The following resolution was introduced by Chester Szetela, read in full and considered.

#### RESOLUTION NO. 4943

The staff has prepared two (2) contracts for BCM Controls to install security cameras at the following developments

1. Cabot Manor Apartments (AMP 8- 1)
2. Canterbury Arms Apartments (AMP 8-3).

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to enter into two (2) contracts with the firm of BCM Controls 30 Commerce Way, Woburn, MA 01801 for the following:

Installation of a Camera Surveillance System at Cabot Manor Apartments (AMP8-1) in the amount of \$65,646.00;

Installation of a Camera Surveillance System at Canterbury Arms Apartments (AMP8-3).in the amount of \$24,243.00. The installation of the cameras at both developments will be completed in 45 days

Be it further resolved to authorize the Vice Chairperson Bruce E. Socha to execute said contracts for and on behalf of the Authority.

Chester Szetela moved that the foregoing resolution be adopted as introduced and read, which was seconded by Tameika Raye’la Martinez and upon roll call the “Ayes” and “Nays” were as follows:



AYES: Chester Szetela  
Tameika Raye'la Martinez  
Brian Hickey  
Bruce Socha

NAYS: None

The Vice Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Tameika Raye'la Martinez , read in full and considered.

#### RESOLUTION NO. 4944

Whereas, the Housing Authority is exercising its option to renew the laundry service contract with Ian E. Rowles for the period from January 1, 2010 to December 31, 2010

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to renew the laundry service contract with Ian E. Rowles for the period of January 1, 2010 to December 31, 2010. All other terms of the original contract will remain in effect.

Tameika Raye'la Martinez moved that the foregoing resolution be adopted as introduced and read, which was seconded by Chester Szetela and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Tameika Raye'la Martinez  
Chester Szetela  
Brian Hickey  
Bruce Socha

NAYS: None

The Vice Chairperson thereupon declared said motion carried and said resolution adopted.

There, being, no further business to come before the meeting, therefore, upon a motion made by Brian Hickey which was seconded by Chester Szetela, it was unanimously voted to adjourn at 6:33 p.m. The next regular meeting is scheduled to be held on Wednesday February 10, 2010 at 6:00 p.m.

ATTEST:

CARMEN N. ESTRADA, RECORDING SECRETARY